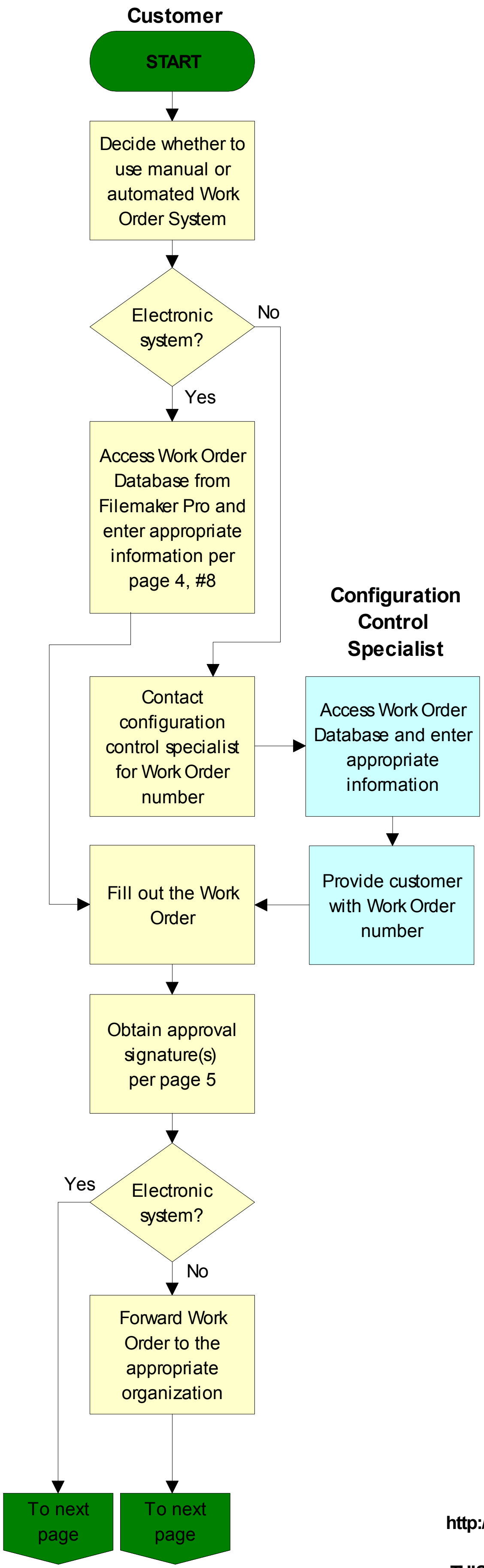
WORK ORDER PROCESS

Dryden Flight Research Center
DCP-O-002
Revision: G

Objectives:
- to define the process for preparing and issuing work orders to perform work on Dryden Controlled Aircraft and Ground Support Equipment (GSE)
- to provide Work Order capability to Macintosh and PC
- to control loss of Work Orders
- to minimize the time required to verify overdue Work Orders
- to allow customers to have direct access to the Work Order Database
- to eliminate the necessity for individual shop Work Order databases

Electronically Approved By:
Associate Director



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http://www.dfrc.nasa.gov/DMS/dms.html
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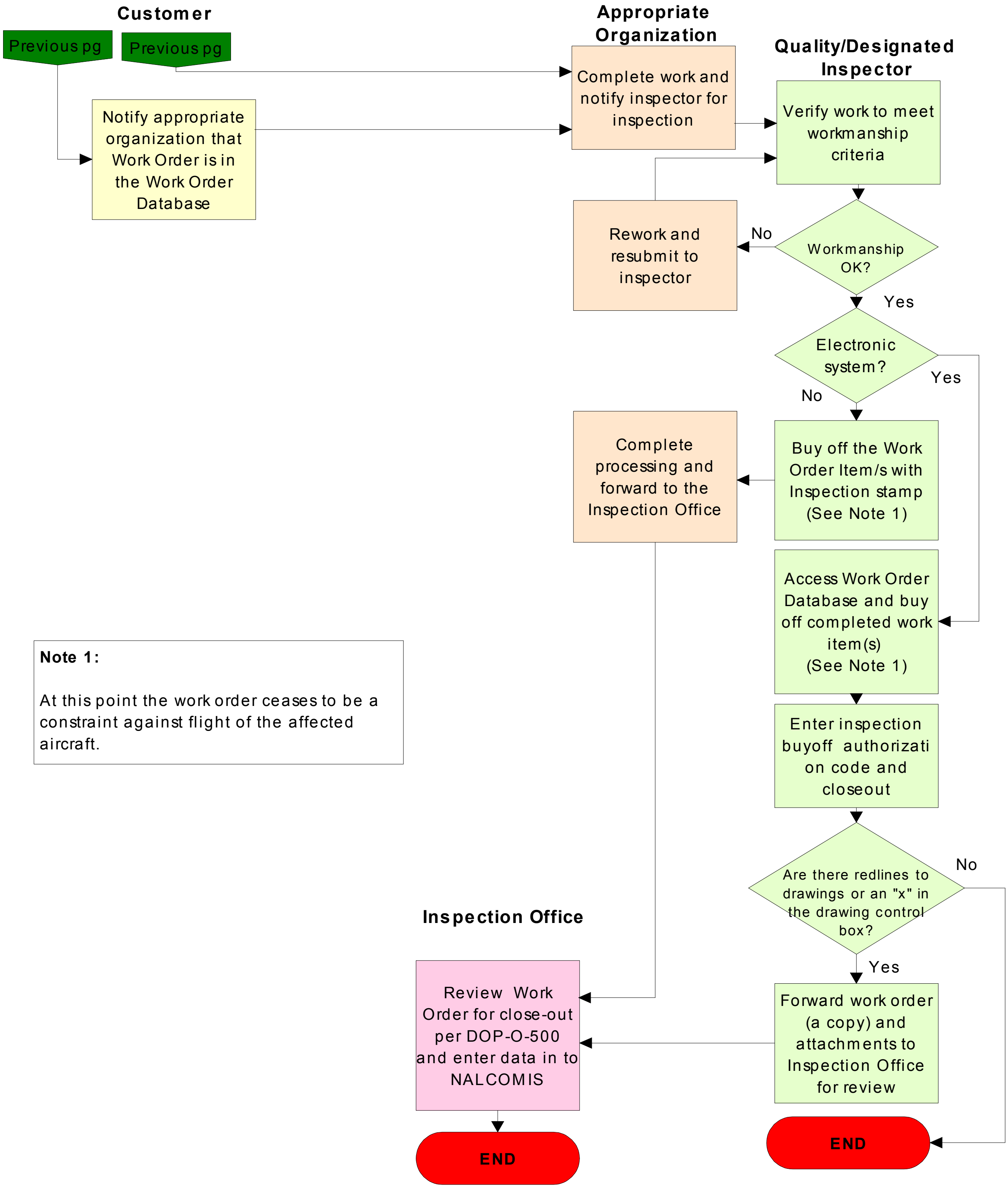
Customer
Previous pg
Previous pg
Notify appropriate organization that Work Order is in the Work Order Database
Appropriate Organization
Complete work and notify inspector for inspection
Quality/Designated Inspector
Verify work to meet workmanship criteria
Workmanship OK?
No
Rework and resubmit to inspector
Yes
Electronic system?
Yes
No
Buy off the Work Order Item/s with Inspection stamp (See Note 1)
Complete processing and forward to the Inspection Office
Access Work Order Database and buy off completed work item(s) (See Note 1)
Enter inspection buyoff authorization code and closeout
Are there redlines to drawings or an "x" in the drawing control box?
No
Yes
Forward work order (a copy) and attachments to Inspection Office for review
END
Inspection Office
Review Work Order for close-out per DOP-O-500 and enter data in to NALCOMIS
END
Note 1:
At this point the work order ceases to be a constraint against flight of the affected aircraft.

DFRC AIRCRAFT WORK ORDER PROCEDURE

A. Definitions:

1. Flight Item Work Order: A work Order directly concerned with aircraft, or with an element of Ground Support Equipment (GSE) that functionally interfaces with aircraft. Equipment which interfaces with aircraft solely thru an RF link is not considered a "Flight Item" unless it generates data which is the sole source for a "real-time in-flight" decision to expand the flight envelope. These last items are generally controlled by the Western Aeronautical Test Range (WATR).

2. Non-Flight Item Work Order: A work Order that has no impact on aircraft or on any element of GSE that functionally interfaces with aircraft. Example: Installation of Casters to make a GSE Test Console mobile is not a Flight Item, but modification of the Test Equipment Circuitry is clearly defined as a Flight Item.

B. Basic Rules:

1. Only the current revision of form DFRC 12 (Manual Format), or DFRC 12E (Electronic Format) or their respective continuation sheets, shall be used.

2. All Configuration Modifications require work order authorization (including software).

3. Routine maintenance and repairs, covered by workbook entry, or by parts control tag do not require a Work Order.

4. Work Orders are not required for work originated and performed totally within the Life Support Shop by their own technicians.

5. Unless otherwise authorized by the Chief of Operations Engineering Branch, separate Work Orders will be used for fabrication, and for installation.

6. Work Orders (or their attachments), shall identify any required materials by name, condition, gage or any other specification necessary to ensure that shops have adequate information, to perform the work, and that Quality Inspection can be properly accomplished.

7. Both electronic and manual Work Orders follow the attached flow diagram.

8. Electronic Work Orders are generated in accordance with an Instruction Manual entitled "Documentation Automation Lookup and Exchange System" (see Appendix A)

9. Manual Work Orders are generated by word processor, typing or may be handwritten, using Hard Copy or computer generated forms (See Basic Rule #1 above).

10. "Manually generated Work Orders are routed to the Addressee's Shop for action. All duplicate hard copies made, for whatever reason, must be stamped or marked "Copy" to avoid confusion. Electronically generated Work Orders are routed to the Addressee's Shop for action. They are *to be considered* a "Working Copy". Upon electronic buyoff of the Work Order the prompts are to be followed and the Work Order processed as directed."

11. An information copy of any Work Order related to a given aircraft should be sent to the Crew Chief of that aircraft by the Operations Engineer.

12. A Work Order may involve more than one Shop if the work so requires. In this case, the last Shop in the sequence shall be responsible for assuring its closeout.

13. Cancellation of a "flight Item" Work Order requires the signature of an Operations Engineer. Cancellation of a "Non-Flight" Work Order may be authorized by the initiator. Manual Work Orders are canceled by printing the word "CANCELED" across the face of the Work Order, followed by the signature. For Electronic Work Orders, see the Instruction Manual.

14. The initiator of a Work Order is responsible for assuring its proper distribution.

15. Drawings/sketches are not permitted on the Work Order Form. Separate drawings or sketches shall be used and listed on the Work Order as attachments. Those for Flight Items will be numbered and controlled (See appropriate Directorate DOP). Those for Non-Flight Items may be informal and uncontrolled at the discretion of the Work Order initiator. All controlled drawings and sketches listed on Work Orders must indicate the revision letter or indicate "No Rev" after the basic number. Dimensions on drawings/sketches shall be in inches and decimals unless otherwise clearly noted. Unless otherwise specified, dimensions given to one decimal place carry a tolerance of +/-.10, dimensions given to two decimal places carry a tolerance of +/- .03, dimensions given to three decimal places carry a tolerance of +/- .010. Use close tolerances only where the design requires it. Angles will be dimensioned in degrees and minutes. Tolerance on angles is +/-30' unless otherwise specified.

16. A drawing or sketch submitted to Dryden Shops by an on-site Contractor, for Contractor operated aircraft or equipment, may be informal and uncontrolled, as long as a Contractor Engineer or Crew Chief has signed it, and it is accompanied by a Work Order signed by a Dryden Operations Engineer.

17. Initiation of work, based on verbal instruction, prior to actual release of the work order, is at the discretion of the shop leader or supervisor. However, the work will not be released from the shop until the work order is properly approved and issued.

18. Any attachment (drawings, sketches, etc.) that accompany the work order must be listed in the "ATTACHMENTS" section of the work order, and include their number & revision (as applicable). If the document has not been revised then use "REV O" or

"BASELINE" to so indicate. Any references that are not attachments should not be listed in the "ATTACHMENTS" section, but should be annotated in the "DESCRIPTION OF WORK" section.

19. The work order electronic database contains a "COST ESTIMATE & SUMMARY SHEET" which my be used by DFRC shops to record estimated and actual man hours and costs for work performed.

C. Work Order Approval

1. When the Work Order is for a Flight Item, then an Operations Engineer must sign in the approval block. (For WATR controlled items, "Operations Engineering" authority resides with a designated systems Engineer, see definition #A1 listed above).

In addition, for Work Orders involving:

a) Flight Controls, Avionics, Electrical, or Instrumentation Systems: The System Engineer shall also sign the Work Order.
b) Life Support and Egress Systems: The chief of the Life Support Systems Group shall also sign the work Order.

c) Cockpit Modifications under the jurisdiction of the Cockpit Safety Review Committee: A member of that committee shall also sign the Work Order.

2. As a general rule, Work Orders require approval by the Branch Chief of the Addressee Shop. However, at the discretion of the Branch Chief, Shop approval may be delegated to the Group Leader.

3. Work Orders for Non-Flight Items, require only the signature of the Addressee Branch Chief and/or the Shop Group Leader, unless potential safety issues are involved (e.g. scaffolds, work stands, toxic materials, etc.), in which case an Operations engineer must sign in the Approval Block.

D. Revisions

1. Pen and ink or computer generated changes, including additions or deletions, may be made to Work Orders even after work has started in the shops to correct errors, add missing data, and amend requirements.

2. If basic requirements or aircraft configuration are thus revised on a Flight Item Work Order, that revision must be re-approved and dated by an Operations Engineer.

3. Revisions to Non-Flight Work Orders may be made by the initiator without further approval unless the original Work Order was approved by an Operations Engineer, in which case re-approval is required.

4. An exception to the above revision rules concerns obvious typos, arithmetical mistakes or similar errors that may be corrected and initialed by the shop leader, as long as the intent of the Work Order remains unchanged.

E. Work Order Closeout

1. After all work is completed and inspected, the Work Order is closed out (Refer to Flow Diagram pages 1 and 2) For non flight items, formal inspection is not required, and any journeyman technician in the concerned shop, (including the technician who performed the work) may complete the inspection function, unless significant safety issues are involved (scaffolds, work stands, hoisting or towing equipment, etc.) in which case a qualified DI/QI buy off is required.

F. Lost Work Orders

1. Work Orders lost prior to execution will be re issued by the originator.

2. A completed “manual” Work Order lost prior to closeout may be closed out by the Operations Engineer if he has personal knowledge that the work has been completed. A statement to that effect, along with the Operations Engineer name or signature must be entered into the document control database.

3. A completed electronic Work Order "working copy" with attachments that becomes lost prior to closeout shall be duplicated from the database and, together with attachments (duplicated if necessary), shall be sent to the inspection office for processing per DOP-O-500.

Appendix A

Documentation Automation Lookup & Exchange System

Instructions For Use

Point of Contact for this Appendix
Dale Edminister

Documentation Automation Lookup & Exchange System:

Operations Index

Accessing Documentation Automation Lookup & Exchange System

Specific Electronic Work Order Access and Usage Instructions

Set Up For Accessing:
Documentation Automation Lookup & Exchange System "Document Turnstile"

NOTE:
For optimum response it is desired to have a 230 Megahertz processor and for optimum viewing it is desirable to have a 14" monitor (minimum) with the resolution set to 800x600.

In order to access the Documentation Automation Lookup & Exchange System you must have FileMaker Pro 3.0, or a newer version, installed in your computer. The system is compatible with MAC *and* PC.
To initially set up access to the Documentation Automation Lookup & Exchange System you must start the FileMaker Pro program and make the following adjustments:

Set up the 'protocol' (one time only):

MAC
Open the FileMaker Pro application
Under 'Edit' select 'Preferences'
Set 'Network Protocol' to 'TCP/IP'
Close and reopen FileMaker Pro

PC
Open the FileMaker Pro application
Under 'Edit' select 'Preferences'
Under 'Preferences' select the 'General' Tab
In the 'General' tab set 'Network Protocol' to 'TCP/IP'
Close and reopen FileMaker Pro

To access the Documentation Automation Lookup & Exchange System

PC & MAC

1. Open the FileMaker Pro application.
2. If the FileMaker Pro screen *is* displayed then Select 'Open An Existing File' and proceed to step 3.
   If the FileMaker Pro screen *is not* displayed then Under 'File' select 'Open'.
3. Click on 'HOSTS'
4. Click on 'Specify Host' input the Database computer IP Address: 130.134.17.116
5. Click on the 'Permanently add entry to hosts list'
6. Click 'OK'

!! IMPORTANT !!:

Always '*Quit'* any database *and* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

NOTE:
To verify that the IP address is permanently added click 'cancel' instead of 'OK' (step 6), and then reselect "Hosts". If the address shows up in the Specify Host list then it is successfully added. If the IP address does not show up under "Specify Host" then re-enter the IP address but this time click the "Permanently add to hosts list" first. Once the IP address is added to the Host List then all future access to the database is by selecting the IP Address (via Clicking on it) once you arrive after step #3, i.e. after step #3 proceed to step #7. You should now note that the IP address is added to your "specify host" list and you should see (in an upper window) the item "Turnstile".

7. Click (MAC) *or* double click (PC) on the Host IP Address 130.134.17.116. This will bring you to the Documentation Lookup & Exchange System's "Document Turnstile".
8. Choose which document database to access by clicking on the button to the left of the available database selections.

NOTE:
No Password is required to access any of the databases. When asked for a password click on "OK", DO NOT select cancel. If selecting "DFRC Aircraft and Schedules", use "View" as a password.

Electronic Work Order Review/Monitoring

(Review of Work Orders as they are being processed)

To review or monitor open or closed Work Orders, access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

Open or Closed Work Orders can be reviewed. Selecting the "Go To Closed Work Orders" button will open the Closed Work Order database. The closed Work Orders can be reviewed in the same fashion as the Open Work Orders as described from item two, below. When done reviewing the closed Work Orders you can return to the Open Work Orders by selecting the "Return To Open Work Orders" button.

1.) *Select "Proceed To Work Order Database File"* by clicking on the button to its left. *Select "OK"* when prompted for a password. This will enable you to safely review Dryden's Work Orders. You will not be able to create or alter the existing Work Orders that reside within the Work Order database but you will be able to review them.

2.) *Select "Review Work Order Status"*, by clicking on the button to its left. This will take you to the "Work Order Status Review Screen". You can find a specific Work Order by 'clicking' on the "Find" button and filling in your desired find-criteria where applicable and re-clicking the "Find" button. This will retrieve your request as long as it is resident within the electronic Work Order database. You can specify finds by Work Order number, Title, Project, Issued to, Date Requested, Date Required, Originator, by a specific Date or Date range, etc.

a.) For standard types of finds you can just click on one of the pre-defined buttons and retrieve the status of*:* *All Work Orders*, Work Orders sorted *by Project*, Work Orders sorted *by Organizational code* that they were issued too, *or by Work Order Originator*, for either All, Open, or Overdue status.

b.) To fully review the contents of a specific or found set of Work Orders after finding your desired Work Orders, select the "Go to W.O. Entry" button. This will display the found set of Work Orders as they appeared at creation. Use the "Next" and "Previous" buttons to move forward and back between the found set of Work Orders. To see the full specifics of a Work Order item 'click' in the *item* field. If there is more information then appears in the exposed Work Order item field, the field will expand to reveal its contents.

c.) To fully review the contents of a specific Work Order after finding the desired Work Order, select the "Preview Work Order" button. This will display the Work Order as it appeared at issue. Use the "Continue" button to return to the "Work Order Status Screen". When returning from viewing a Work Order in this fashion the Work Order database is 'refreshed', you will have to re-enter a 'Find' to re-establish any previously established found set of Work Orders that you may have had.

Printing

1.) A printout of the pre-selected Work Order button contents can be accomplished by clicking on the buttons to the right of the desired requests. You are put into the review screen and can maneuver between the displayed information by clicking on the pages of the notebook icon located in the top left portion of the screen. Clicking on the top page will show the previous page, while clicking on the lower page will show the next page. If only a portion of the Work Orders is desired to be printed (those located on a specific page) then note what page number (located to the bottom right of the 'notebook') the desired set of information is on. After selecting "Continue" from the middle, left portion of the screen, you will be sent to the Print routine. Select the page number in the "From Page _ To _" for the page that holds the desired records that you want.
CAUTION*:* Not selecting a specific page or page range will cause all pages to be printed, this could be as many as fifty pages!

2.) A printout of any specific Work Order can be accomplished by 'clicking' on a print button when in the "Go to Work Order Entry" screen. The screen will enter the print preview mode and once the "Continue" button on the left side of the screen is clicked, you will be sent to the Print Screen.

NOTE:
When printing a Work Order that is contained on a single page select "From 1 *To 1*", otherwise a Continuation sheet automatically is printed out too. Any Work Orders that are more than a single sheet in length automatically have their Continuation Sheet(s) printed out.

! IMPORTANT !!:

<u>Always</u> '*Quit'* any database <u>*and*</u> "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Electronic Work Order Origination

(Creation of an Electronic Work Order)

To create a Work Order access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

1.) Select ***"Proceed To Work Order Database File"***, by clicking on the button to its left. Enter the password "Originator". This is the password that will allow the creation of Work Orders. If you select "OK" instead of typing in the password "Originator" you will not be able to create a work order, only review the Work Order database.

2.) Select *"Issue New Work Order"*, by clicking on the button to its left. You will see a message asking if you wish to continue, click on *"Of Course!"*

A) IF YOU <u>ARE NOT</u> ALREADY IN THE SYSTEM:

1.) You are asked to "Enter Your Name as it appears on your Work Orders": You need not type in your name because you are not in the system yet, just '*click*' the *"Submit"* Button.

2.) A name appears on the left and the cursor is in the "Authorization Code" field. You are asked to "Enter Your Authorization Code": You need not type in a code because you are not in the system yet, just '*click*' the *"Submit Authorization Request For Work Order Retrieval"* Button.

3.) You see a message appear *select* the *"Continue"* button. This puts you in the screen where you can add yourself to the system.

4.) Select the *"ADD ME!"* button. This puts you in the "Authorized Work Order Originator Data File".

a) *Type* in your *desired authorization code* password in the "Lookup Code" field.
b) *Type* in your *name* as you wish it to appear on Work Orders in the "Name" field.
c) *Type* in your *Organization Code* in the "Org." field.
d) *Type* in your *Phone extension* in the "Ext." field.
e) Select the *"Finished"* button.

-If all of the fields contain data then you are now in the system and are sent back to the screen where you just came from.
-If the fields are not filled out a message appears to tell you that you have not filled out the required information. Selecting "OK' will allow you to finish entering information, selecting "Cancel" will not input any of the information that you had typed and will return you to the screen that you originally came from.
-You can now scroll through the "Originator List" and see your name and Organizational code to verify that you are in fact in the system if you wish.

! IMPORTANT !!:

<u>Always</u> '*Quit'* any database <u>*and*</u> "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

5.) Now that you are in the system you may proceed to create a Work Order by '*click*ing' the "*Create Work Order"* button.

6.) You are asked to "Enter Your Authorization Code*": Type in the Authorization Code Password that you just created* for yourself and '*click*' the *"Submit Authorization Request For Work Order Origination"* button.

This places you in the Work Order "Set Up" screen. A new *Work Order is created* and your Name, Org. and Extension have been input. <u>Proceed to the "Work Order Set Up Screen" section of this instruction</u>.

B) IF YOU <u>ARE</u> ALREADY IN THE SYSTEM:

1.) You are asked to "Enter Your Name as it appears on your Work Orders": *Type your name* as it appears on your Work Orders, or any portion of your name that is *unique* to you, and '*click*' the *"Submit"* Button.

<u>If there *are* existing 'open' Work Orders</u>

Your name appears on the left and the cursor is in the "Authorization Code" field. You are asked to "Enter Your Authorization Code" : *Enter your code* and '*click*' the *"Submit Authorization Request For Work Order Retrieval"* Button.

a) The found set of Work Orders "Originator" name is compared to your password. If the found set of Work Orders contain one in which the originators name does not correspond to the password entered, then you will see a message informing you that you need to be more specific when entering your name as it appears on the Work Order and are sent back to the main menu screen. If the found set of Work Orders are yours inclusively, then a *Work Order is created* and you are sent into the Work Order 'Set Up' screen and your Name, Org. and Extension have been input. <u>Proceed to "Work Order Set Up Screen" section of this instruction</u>.

<u>If there *are no* existing 'open' Work Orders</u>

a) The screen changes to the Work Order Retrieval Authorization & Selection layout. The "Authorization Code" field appears on the left and the "Name" field appears on the right with "Leave Blank" written in it.
b) *Enter your authorization code* and '*click*' the *"Submit Authorization Request For Work Order Originator"* Button. If the authorization code is valid you are placed in the Work Order "Set Up" screen. A new *Work Order is created* and your Name, Org. and Extension have been input. <u>Proceed to the "Work Order Set Up Screen" section of this instruction</u>.

WORK ORDER SET UP SCREEN

1.) Select the *project* that the Work Order is against, by scrolling through the "Projects List" and 'clicking' on the button for the desired Project. This automatically adds the Project and its associated RAD number into the Work Order.

2.) *Type* in the Work Order *title*.

3.) *Select* the organization the Work Order's work is to be performed by via the *"Issued To"* fields pop-up list.

4.) *Type* in the *date* by which the work is required to be finished by in the "Date Required" field.

This is sufficient data entry to allow you to perform an "Emergency Exit" if you *must* leave. Otherwise, you must finish the Work Order "Set Up" page by answering the eight questions under "Work Order Form Setup Information"

NOTE:
If you "Emergency Exit" a Work Order you still must finish the Work order by "Retrieving Emergency Exited Work Orders" finding your Work Order and selecting the "Finish Emergency Exited" button. This blanks the eight question response fields so that they can be answered. Once completed selecting the "Process Finished Emer. Exited" button processes the Set Up page and sends you to the Work Order fill out screen.

5.) *Answer* the *eight questions*, if you are prompted for more information, provide it.

6.) Select the *"Proceed To 'Work Order Fill Out'"* button to complete filling out the Work Order.
If all questions were answered and the "required by" date is a valid date, then you are sent to the Work Order Fill Out screen, otherwise a message will tell you what was missed.

WORK ORDER FILL OUT SCREEN

NOTES:

1.) Attachments are *automatically declared* as soon as something is written in the Attachment field; you *are not* able to type an 'X' in the "No" or "Yes" fields.
2.) There is a 'Note' field that can be used to give cautions or warnings at the top of a Work Order's item list. It is automatically bordered to help stand it out. If you have no notes to write then start your entries across from Item N0. 1.
3.) You need not number your Work Order Item numbers; this is done automatically.
4.) Continuation Sheets are automatically created if your Work Order exceeds one page.
5.) The 'Tab' key will cycle you through the available fields. *Always* use the tab key to advance to the next item, this will collapse your current field and ensure that the next Item # is not skipped.
6.) When creating Work Orders you can use the "Go To Closed WO's" button to access closed Work Orders so that you can 'copy' from them to your new Work Order via selecting the "Return To Open WO's" button and pasting the copied information into the desired location.
7.) "x's" appear in the appropriate "Approval" blocks signifying which disciplines must approve the Work Order.

1.) **Attachments**: If you have any either 'click' or 'tab' to the attachment field and type them in. The attachment field will expand as you add attachments, however, typically anything more than four lines will not be visible or printable. Please distribute attachments within the initial size of the attachment block. If necessary continue your attachment list in the "note field".

2.) **Notes**: If you have any notes, warnings, or cautions 'click' or 'Tab' into the 'Note' field and write them.
3.) **Work Order Items**: 'Click' or 'Tab' into the first item field and type the Work Order item. The field will automatically expand as you type. To proceed to following item fields use the 'Tab' key.
4.) **Secure Approval Signatures**: Notify approving authorities of Work Order so that they may approve it.
5.) **Notify Shop(s)** : Notify Shops of Work Order creation and distribute attachments if required.
6.) **Print Work Order (Optional)**: 'Click' on either the "Print Work Order (PC)" or "Print Work Order (MAC)" button to print out your finished Work Order. After selecting the print button you are prompted to select whether to print a *single* page or *multiple* page. Select *single* for a one page Work Order or *multiple* for a Work Order that is longer than one page. A continuation sheet is automatically created for all pages exceeding the first page. Once *single* or *multiple* is selected you will be in the 'Preview' screen so that you can review the Work Order prior to printing. After looking it over, especially the last sentence of the first page of multiple page Work Order, select 'Continue' from the left side of the screen to print the Work Order. If there is an error or something needs to be changed then select 'Cancel' and you will be returned to the Work Order entry screen to make whatever changes you need.
7.) **When Finished**; Either select the "Done/Quit" button – this will exit the FileMaker Pro Application, or return to menu and select the "Quit" button –This will close the Work Order database and leave you at the "Document Turnstile" screen, select the "Quit" button there when finished.

CAUTION!!

1.) <u>*Always*</u> use the "TAB" key on your keyboard to proceed to the next Work Order entry item. As you enter items into the item fields they will automatically expand, using the "TAB' key automatically moves you to the next item and the previous item field will 'collapse' back to its original size. The program looks from the bottom up to determine how many Items are on the Work Order. If you Write in item one and three, bypassing item two, then the Work Order will show "Item 1 of 3, Item 3 of 3" appearing that item two was lost, when it was never entered into.
2.) The Work Order can not exceed fourteen items. However, each item can be as much as a half page (approximately) in length, thus a seven page Work Order is possible although not probable.
3.) Prior to printing a completed Work Order that is more than one page, look at the last line on the first page to see if it is 'sliced'. If it is then 'Cancel' when prompted to print and add a carriage return prior to the 'sliced' sentence. This will shift it to the next page allowing a readable Work Order to be printed.
4.) When printing a *single page* Work Order select "Page 1 to *1*" in the print selection screen, otherwise a Continuation Sheet is automatically printed wasting paper.
5.) *Always* "Quit" the Work Order Database file when you are done creating a Work Order. There is only access for fifty people at a time and if the database is not 'quit' then it may load up not allowing access by those with work to do.

! IMPORTANT !!:

<u>Always</u> '*Quit'* any database <u>*and*</u> "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

<u>Work Order Creation Quick Reference</u>

(Once in the Work Order Menu screen)

If You Are *<u>Not</u>* Yet In The System:
Issue New Work Order
"Of Course"
'Submit'
'Submit'
'Continue'
'Add Me!'
-enter information-
'Finished'
'Create Work Order'
-Enter the password you just created-
-Fill out the Work Order.

Once You are In The System and There *<u>Are</u>* <u>Open Work Orders</u> Of Yours In The System:
Issue New Work Order
"Of Course"
-Type in your name (or unique portion of it) as it appears in your Work Orders-
'Submit'
-Type in your access code-
'Submit'
-Fill out the Work Order.

! IMPORTANT !!:

<u>Always</u> '*Quit'* any database *<u>and</u>* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Editing An Electronic Work Order

To Edit an Electronic Work Order access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

Editing of Work Orders is restricted to those who created the Work Order. The Work Order may be edited only by those who have received special "Overwrite" authorization (refer to "Overwrite Of Another's Electronic Work Order" that is included within this instruction booklet).

> **NOTE**:
> Any Work Order that is edited has a copy of it, prior to being edited, created in an independent file for 100% configuration control tracking and documentation purposes. The editor's name and the date and time of the edit is electronically recorded in the active database file.

1.) Select *"Proceed To Work Order Database File"*, by clicking on the button to its left. Type in the password "Originator". This is the password that will allow the creation of Work Orders. If you select "OK" instead of typing in the password "Originator" you will not be able to edit a work order, only review the Work Order database.

2.) Select *"Go to Work Order Review Screen"* from the Work Order database menu.

3.) *Find* the W*ork Order* that you wish to edit.

4.) '*Click*' the *"Edit WO"* button (top left area of screen).

5.) *Enter* your *Authorization Code*.

6.) '*Click*' the *"Request To Edit One's Own Work Order or Password"* button.

7.) '*Click*' "*Due Date*" to edit the Date Required By, 'Click' "*Password*" to change your password, or 'Click' *"Work Order"* to edit the Work Order.

8.) Once "Work Order" is selected the screen changes to the Work Order edit layout. Make the changes required. If you need to change any information that was created within the Work Order "Set Up" screen, then '*click*' on the *"Go To Setup Page"* button. Once you have made your edit select the "Return To Menu" button and 'Quit' the Work Order database and "Document Turnstile".

> **NOTE**:
> While in the "Edit" mode, once you leave the Work Order fill out screen to the "Setup" screen, if you select the "Proceed To: Fill Out Work Order" Button you are returned back to the Work Order in the "Review" screen. If you still wanted to edit a part of the Work Order 'body' you will have to re-select "Edit".

> **NOTE:**
> Editing a flight related Work Order requires the re-approval of the Ops Engineer. During the edit of flight related Work Orders the Operations Engineers approval signature is automatically removed. Contact the Ops Engineer and re-obtain approval after flight related Work Order edits.

! IMPORTANT !!:

Always '*Quit'* any database *and* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Editing An Electronic Work Order Quick Reference

(Once in the Work Order Menu screen)

Go to Work Order Review Screen
'Find'
-Enter whatever it takes to "find" the Work Order to edit-
'Find'
'Edit WO'
-Type in your Authorization Code Password-
'Request To Edit One's Own Work Order Or Password'
'Work Order'
-Edit the Work Order-

! IMPORTANT !!:

Always '*Quit*' any database *and* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Overwrite Of Another's Electronic Work Order

To Overwrite Another's Electronic Work Order access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

The authorization to overwrite another's Work Order resides with the Brach Chief of Operations Engineering. He is in possession and control of an authorization code password that will permit the *overwrite* of another's Work Order. The Branch Chief can have the code changed at any time by contacting a Configuration Control Specialist and having them change it. At the Branch Chief's discretion the code can be given to those who are deemed authorized to overwrite another's Work Order. If the Branch Chief feels that any of the individuals should no longer be authorized to overwrite a Work Order then the code can be changed and re-issued.
Those Work Orders that are overwritten electronically document the person's name that is performing the edit. Only those who currently reside within the Work Order Authorization file can perform an overwrite.

> **NOTE**:
> Any Work Order that is edited has a copy of it, prior to being edited, created in an independent file for 100% configuration control tracking and documentation purposes. The editor's name and the date and time of the edit is electronically recorded in the active database file

1.) *Obtain Authorization* to edit another's Work Order.

2.) Select *"Proceed To Work Order Database File"*, by clicking on the button to its left. Type in the password "Originator". This is the password that will allow the creation of Work Orders. If you select "OK" instead of typing in the password "Originator" you will not be able to edit a work order, only review the Work Order database.

3.) Select *"Go to Work Order Review Screen"* from the Work Order database menu (the fourth button).

4.) *Find* the W*ork Order* that you wish to edit (overwrite).

5.) '*Click*' the *"Edit WO"* button (top left area of screen).

6.) *Enter* the <u>Overwrite</u> *Authorization Code*.

7.) '*Click*' the *"Request To Edit Another's Work Order"* button. If the authorization is valid '*click*' the *"Cool!"* button. If authorization was not valid then 'click' the "OK" button; you are then allowed to re-enter the code or you can "Exit Edit Menu" by 'clicking' on that button.

! IMPORTANT !!:

<u>Always</u> '*Quit'* any database <u>*and*</u> "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

8.) *Enter* your *Authorization Code*.

9.) '*Click*' the *"Submit Overwriter's Authorization Code"* button. If your code is valid then you will see an authorization granted message, '*click*' *"OK*". If your code was not valid a message appears to inform you, 'click' the "Darn!" button. You are then allowed to re-enter your code or you can "Exit Edit Menu" by 'clicking' on that button.

10.) Once a successful code combination is made the edit screen appears. Make the changes required. If you need to change the "Required By:" date or any information that was created within the Work Order "Set Up" screen, then '*click*' on the *"Go To Setup Page"* button. Once you have made your edit select the "Return To Menu" button and 'Quit' the Work Order database and "Document Turnstile".

NOTE:
While in the "Edit" mode, once you leave the Work Order fill out screen to the "Setup" screen, if you select the "Proceed To: Fill Out Work Order" Button you are returned back to the Work Order in the "Review" screen. If you still wanted to edit a part of the Work Order 'body' you will have to re-select "Edit".

Overwrite Of Another's Electronic Work Order Quick Reference

(Once in the Work Order Menu screen)

Gain Authorization from Branch Chief of Operations Engineering
Go to Work Order Review Screen
'Find'
-Enter whatever it takes to "find" the desired Work Order to edit-
'Find'
'Edit WO'
-Type in the Overwriter Authorization Code-
'Request To Edit Another's Work Order'
'OK'
-Type in your Authorization Code Password-
'Submit Overwriter's Authorization Code'
'OK'
-Edit the Work Order

! IMPORTANT !!:

Always '*Quit'* any database *and* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Changing Your Authorization Code Password

To Change your Authorization Code Password access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

1.) Select *"Proceed To Work Order Database File"*, by clicking on the button to its left. Type in the password "Originator". This is the password that will allow the creation of Work Orders. If you select "OK" instead of typing in the password "Originator" you will not be able to change you password, only review the Work Order database.

NOTE:
Only those with an open Work Order in the system are able to actively change their password. If the individual does not have an open Work order in the system then they must contact Configuration Control to change their password.

2.) Select *"Go to Work Order Review Screen"* from the Work Order database menu.

3.) *Find* any W*ork Order* that you created and selecting the "Edit WO" button (top left area of screen).

4.) *Enter* your current *Authorization Code*.

5.) '*Click*' the *"Request To Edit One's Own Work Order or Password"* button.

6.) '*Click*' *"Password*

7.) *Enter* whatever it is you want your *new password* to be.

8.) Select the *"Submit"* button (concluding the password change).

9.) '*Click*' *"OK"*

NOTE:
Passwords are not case sensitive.

IMPORTANT!!
If you were put into the system via Configuration Control it is imperative that you change your Authorization Code Password once you have created your first work order.

Authorization Code Password Change Quick Reference

(Once in the Work Order Menu screen)

Go to Work Order Review Screen
‘Find’
-Enter whatever it takes to “find” any one of your Work Orders-
‘Find’
‘Edit’
-Type in your current Authorization Code Password-
‘Request To Edit One’s Own Work Order Or Password’
‘Password’
-Click Into The “New Password” Field and Type In Your New Password-
‘Submit Password Change’
‘OK’

Documentation Control Office: Initiation of a Manual Work Order

(Initiation of a new *Manual* Work Order)

To create a Manual Work Order access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

1.) Select ***"Proceed To Work Order Database File",*** by clicking on the button to its left. Type in the Configuration Control password. This is the password that will allow the creation of a Manual Work Order. If you select "OK" instead of typing in the password you will not be able to create a work order, only review the Work Order database.

2.) Select ***"Issue New Work Order"***, by clicking on the button to its left. You will see a message asking if you wish to continue, *click* on *"Of Course!"*

A) IF THEY <u>ARE NOT</u> ALREADY IN THE SYSTEM:

1.) You are asked to "Enter Your Name as it appears on your Work Orders": You need not type in a name because they are not in the system yet, just '*click*' the *"Submit"* Button.
2.) A name appears on the left and the cursor is in the "Authorization Code" field. You are asked to "Enter Your Authorization Code": You need not type in a code because they are not in the system yet, just '*click*' the *"Submit Authorization Request For Work Order Retrieval"* Button.
3.) You see a message appear -select the *"Continue"* button. This puts you in the screen where you can add them to the system or create a Work Order if they are already in the system.
4.) Select the *"ADD ME!"* button. This puts you in the "Authorized Work Order Originator Data File".
5.) *Type* in the person's *first letter of their first name* and *first three letters of their last name* for their authorization code password in the "Lookup Code" field.
6.) *Type* in their *name* as you wish it to appear on Work Orders in the "Name" field.
7.) *Type* in their *Organization Code* in the "Org." field.
8.) *Type* in their *Phone extension* in the "Ext." field.
9.) Select the *"Finished"* button.
10.) If all of the fields contain data then you are now in the system and are sent back to the screen where you just came from.
11.) If the fields are not filled out a message appears to tell you that you have not filled out the required information. Selecting "OK' will allow you to finish entering information, selecting "Cancel" will not input any of the information that you had typed and will return you to the screen that you originally came from.
12.) You can now scroll through the "Originator List" and see the name and Organizational code of the individual you just added to the system to verify that they are in fact in the system.
13.) Now that they are in the system you may proceed to create a Work Order by '*click*ing' the *"Create Work Order"* button.

! IMPORTANT !!:

<u>Always</u> '*Quit*' any database <u>*and*</u> "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

14.) You are asked to "Enter Your Authorization Code": *Type* in the *Authorization Code Password for the Configuration Control Office* and '*click*' the *"Submit Authorization Request For Work Order Origination"* button. This places you in the Work Order "Set Up" screen.
15.) The Work Order number has been assigned and "Configuration Control" appears in the 'Originator' field. Select the *originator's name* from the "Originators" scroll list (to the right of the screen).
16.) Select the *project* that the Work Order is against, by scrolling through the "Projects List" and 'clicking' on the button for the desired Project. This automatically adds the Project and its associated RAD number into the Work Order.
17.) *Type* in the Work Order *title*.
18.) Select which organization that the Work Order's work is to be performed by via the *"Issued To"* fields pop-up list.
19.) *Type* in the *date* by which the work is required to be finished in the "Date Required" field.
20.) This is sufficient data entry to allow you to perform an "Emergency Exit" if you *must* leave. Otherwise, you must finish the Work Order "Set Up" page by answering the eight questions.

NOTE:
If you "Emergency Exit" a Work Order you still must finish the Work order by "Retrieving Emergency Exited Work Orders" finding your Work Order and selecting the "Finish Emergency Exited" button. This blanks the eight question response fields so that they can be answered. Once completed selecting the "Process Finished Emer. Exited" button processes the Set Up page and sends you to the Work Order fill out screen.

21.) *Answer* the *eight questions*, if you are prompted for more information, provide it.
22.) *Answer question nine* as *"Y"*, this flags the Work order as being manual (not fully electronically filled out).
23.) *Select "Return To Menu"* and once in the menu *select "Quit"*.

This concludes issuance of a Manual Electronic Work Order.

B) IF THEY ARE ALREADY IN THE SYSTEM:

1.) You are asked to "Enter Your Name as it appears on your Work Orders": You need not type in a name because they are not in the system yet, just '*click*' the *"Submit"* Button.
2.) A name appears on the left and the cursor is in the "Authorization Code" field. You are asked to "Enter Your Authorization Code" : You need not type in a code, just '*click*' the *"Submit Authorization Request For Work Order Retrieval"* Button.
3.) You see a message appear -*select* the *"Continue"* button. This puts you in the screen where you can add them to the system or create a Work Order if they are already in the system.
4.) *Select* the *"Create Work Order"* button.
5.) You are asked to "Enter Your Authorization Code": *Type* in the *Authorization Code Password for the Configuration Control Office* and '*click*' the *"Submit Authorization Request For Work Order Origination"* button. This places you in the Work Order "Set Up" screen.

6.) The Work Order number has been assigned and "Configuration Control" appears in the 'Originator' field. *Select* the *originator*'s *name* from the "Originators" scroll list (to the right of the screen).
7.) *Select* the *project* that the Work Order is against, by scrolling through the "Projects List" and 'clicking' on the button for the desired Project. This automatically adds the Project and its associated RAD number into the Work Order.
8.) *Type* in the Work Order *title*.
9.) *Select* which organization that the Work Order's work is to be performed by via the *"Issued To"* fields pop-up list.
10.) *Type* in the *date* by which the work is required to be finished in the "Date Required" field.
11.) This is sufficient data entry to allow you to perform an "Emergency Exit" if you ***must*** leave. Otherwise, you must finish the Work Order "Set Up" page by answering the eight questions.

NOTE:
If you "Emergency Exit" a Work Order you still must finish the Work order by "Retrieving Emergency Exited Work Orders" finding your Work Order and selecting the "Finish Emergency Exited" button. This blanks the eight question response fields so that they can be answered. Once completed selecting the "Process Finished Emer. Exited" button processes the Set Up page and sends you to the Work Order fill out screen.

12.) *Answer* the *eight questions*, if you are prompted for more information, provide it.
13.) *Answers question nine* as *"Y"*.
14.) *Select "Return To Menu"* and once in the menu *select "Quit"*.

This concludes issuance of a Manual Electronic Work Order.

Manual Work Order Creation Quick Reference

(Once in the Work Order Menu screen)

If They *Are Not* In The System

Issue New Work Order
"Of Course"
'Submit'
'Submit'
'Continue'
Verify that they are not in the system. Use the Originator file and scroll bar; If they are not in system then continue, otherwise proceed from the "*" in the "If They *Are* In The System" below-
'Add Me!'
Enter information; use the first letter of their first name and first three of their last name for their "Lookup Code"-
'Finished'
'Create Work Order'
-Enter Configuration Control Password-
-Select originator from Originator Scroll list and proceed as normal.

If They *Are* In The System

Issue New Work Order
"Of Course"
'Submit'
'Submit'
'Continue'
'Create Work Order'
-Enter Configuration Control Password-
-Select originator from Originator Scroll list and proceed as normal.

Electronic Work Order Approvals

To approve a Work Order access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

1.) Open the Documentation Automation Lookup & Exchange Systems "*Document Turnstile"*.

2.) Select *"Proceed to Work Order Database File"* and '*Enter*' your approval-type authorization *password*.

A.) Approve The Appropriate Work Order

Method A:

a) Select "*Go To The Outstanding WO Approval List"*.
b) Select the yellow button for the approval-type required. i.e., Ops, Sys, etc.
c) Sort by Project, Shop, or WO as desired and scroll to your area of concern.
d) Click the button to the left of your desired Work Order. This takes you to the Work Order Approval Screen. Review the Work Order for your approval.

   If you cannot see all of the Description of Work within there fields then:
   i) Select the "Go To Review Layout"
   ii) Click in the desired Description of Work fields to review. Once satisfied and ready to approve the Work Order:
   iii) Select the "Go To Approval Layout". This returns you back to the approval page.
e) Enter your personal approval code in the square box in the appropriate Approval block and click the yellow button. This returns your name and date, or "Not Found". If "Not Found" was returned then reenter your password. If you are unable to approve the Work Order contact Configuration Control.

Method B:

a) Select "*WO Approvals*" by clicking on the button to its left.
b) 'Click' on the "Find" button and input the desired "Work Order Number" in block #4 of the Electronic Work Order, and again 'click' on the "Find Button. You should now be on the requested Work Order. If not, then retry your find request. If you are still not on the desired Work Order then the number you are using is not a valid Electronic Work Order number.

   If you cannot see all of the Description of Work within their fields then:
   i) Select the "Go To Review Layout"
   ii) Click in the desired Description of Work fields to review. Once satisfied and ready to approve the Work Order:
   iii) Select the "Go To Approval Layout". This returns you back to the approval page.
c) Enter your personal approval code in the square box in the appropriate Approval block and click the yellow button. This returns your name and date, or "Not Found". If "Not Found" was returned then reenter your password. If you are unable to approve the Work Order contact Configuration Control.

d) Select *"Return To Menu"*.

End of the Work Order Approval Process. *"Return To Menu"* and "Quit" the Work Order and "Document Turnstile".

! IMPORTANT !!:

Always '*Quit'* any database *and* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Electronic Work Order Item Responses and Work Order Comments

Work Item Response

When a Work Order requires a response to any of its items, or attachments are being added to the Work Order other than those provided by the originator, the individual performing the task shall annotate them in the "Work Item Results" field as follows:

1.) During the item buy-off annotate with a reference the Work Order "Description Of Work" Item number and annotate the requested information in the "Work Item Results" field.
2.) Sign the Tech. field by inserting your password within the square field under the "Tech" column.
3.) Have the Inspector verify and buy-off the work item. *The Inspector should double-click the blue field prior to inserting their code in order to ensure successful response.*

Comments

When there are delays, parts on order, or for any reason, comments may be annotated within the "Comments" field of the Electronic Work Order in order to document, record, or annotate whatever it is that you wish to. When utilized, this field is useful to refresh your memory or provide general information to others (such as the originator) when reviewing the Work Order.

<u>Electronic Work Order Item Buy Off</u>

(Technician)

To buy off a Work Order item access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile," dated September 8, 1998).

1.) Contact the QI or DI to inspect your work and then have them open the database for signoff as described below.

2.) Have the QI/DI open the Documentation Automation Lookup & Exchange Systems "*Document Turnstile"*.

3.) They will need to select *"Proceed to Work Order Database File"* and 'Enter' the appropriate 'buy off' password.

4.) Sign Off Items Completed

<u>Method A:</u>

a) Select "*Go To The Work Order Buy Off Selection List"*.
b) Sort by Project, Shop, or WO as desired and scroll to your area of concern.
c) Click the button to the left of your desired Work Order. This takes you to the Work Order Buy Off Screen. d.) Review the Work Order Description of Work Item that you are signing off by clicking in it.

<u>Method B:</u>

a) Select "*QI/DI Buyoff's*" by clicking on the button to its right.
b) 'Click' on the "Find" button and input the desired "Work Order Number" in block #4 of the Electronic Work Order, and again 'click' on the "Find Button. You should now be on the requested Work Order. If not, then retry your find request. If you are still not on the desired Work Order then the number you are using is not a valid Electronic Work Order number.

5.) Enter the Work Order "Started" date in block #14 of the Electronic Work Order.
6.) For each work item that you have finished 'click' in the "Tech." Column (block #22) across from the work item that has been completed and insert your password to signify completion of that item.

7.) Have the QI/DI input their 'buy off' code to validate the work items as complete.

End of the Work Order Item Buy Off Process. *"Return To Menu"* and "Quit" the Work Order and "Document Turnstile".

! IMPORTANT !!:

<u>Always</u> '*Quit'* any database <u>*and*</u> "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

<u>Electronic Work Order Item Buy Off</u>

(Quality Inspector/Designated Inspector)

To buy off a Work Order item access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile" dated September 8, 1998).

1.) Open the Documentation Automation Lookup & Exchange Systems "*Document Turnstile*".

2.) Select *"Proceed to Work Order Database File"* and 'Enter' appropriate 'buy off' *password*.

3.) Buy Off Items Completed

<u>Method A:</u>

a) Select "*Go To The Work Order Buy Off Selection List*".
b) Sort by Project, Shop, or WO as desired and scroll to your area of concern.
c) Click the button to the left of your desired Work Order. This takes you to the Work Order Buy Off Screen.
d) Review the Work Order Description of Work Item that you are buying off by clicking in it.

<u>Method B:</u>

a) Select "*QI/DI Buyoff's*" by clicking on the button to its right.
b) 'Click' on the "Find" button and input the desired "Work Order Number" in block #4 of the Electronic Work Order, and again 'click' on the "Find Button. You should now be on the requested Work Order. If not, then retry your find request. If you are still not on the desired Work Order then the number you are using is not a valid Electronic Work Order number.

4.) As each work item finished by the Technician(s) have been verified as complete and they have typed in their password in the 'Tech' block (#22), 'click' in the "Insp. Buy Off" input field (located to the immediate right of each Description of Work item) and type in your code to 'Buy Off' each completed item. Be sure to verify that your name appears in the appropriate item's "Insp." Column (#23). Your electronic stamp is 'stamped' on the actual printed version of the Work Order, this can be seen by selecting "Review Work Order" after 'Buying Off' an item.

5.) To "Buy Off" a Completed <u>*Electronic*</u> Work Order: 'Click' on the blue button in the Work Order "Buy Off" (Block #17). The Work Order is electronically checked for completeness. If there is something not right a message will appear telling you what it is. Promptly comply with any message request. Once all abnormalities are corrected, or if there were none, then when the "Click Button If Ready To Buy Off The Work Order." Button is selected the Electronic Work Order screen changes to the "Inspection Work Order Buy Off" screen. Answer the four questions and input your code where asked. Verify that your code was found and correct, if it wasn't then re-enter it.

! IMPORTANT !!:

<u>Always</u> '*Quit*' any database <u>*and*</u> "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

<u>NOTE</u>:
If you are 'Prompted' to contact others so that they can input more information then take note of what information is required, select *"Return To Menu"*, and contact the appropriate person. "Return To Menu" is necessary in order to allow access to the Work Order by those required to make additional entries (no one record (Work Order) can be accessed by more than one person at a time).If you had to "Return to Menu" to allow others to provide additional inputs, then the Work Order 'Buy Off' can be continued as described from step 3 above.

All Electronic Work Orders that have associated <u>attachments with red lines</u> are to be printed out, attached to the attachments, and forwarded to the Inspection Office for processing.

<u>NOTE</u>:
Successful 'Buy Off' of Electronic Work Orders will *automatically* close them out or prepare them for 'Close Out' through the Document Control Office. DO NOT use the Electronic Work Order to 'Buy Off' any *<u>Manually</u>* generated Work Order, they will be reviewed and 'bought off' when processed through the Quality Inspection Office.

6.) Select *"Return To Menu"* and "Quit" the Work Order and "Document Turnstile".

End of the Work Order Buy Off Process.

<u>Inadvertently Bought Off Work Order Item Correction Process</u>

In the event that a QI or DI inadvertently stamped a buyoff item, or if there is a reason to remove a stamp or change the technicians name that performed the work on a bought off item, then the QI/DI must have the corrections made by going through their Branch Chief. Branch Chiefs are the only individuals that can alter a Work Order Item that has been stamped off.

To do this the Branch Chief :

1.) Enters the Work Order database in the Branch Chief mode.
2.) Selects the "*'QI/DI Buy Off's'*" button.
3.) Performs a 'Find' to access the proper Work Order.
4.) Selects the "*BRANCH CHIEF'S: Access The Buy Off Corrections Layout*" button.
5.) Alters the tech name (if required) or erases the QI/DI stamp by double-clicking the appropriate blue block and inputting "777" and clicking the yellow button.

! IMPORTANT !!:
<u>Always</u> '*Quit'* any database *<u>and</u>* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Completed Electronic Work Order Buy Off and Close Out

To buy off a completed Work Order access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

1.) Open the Documentation Automation Lookup & Exchange Systems "*Document Turnstile*".

2.) Select *"Proceed to Work Order Database File"* and 'Enter' your *password*.

3.) Select "*QI/DI Buyoffs*".

Find The Desired Work Order:

'Click' on the "Set Find" button and input the desired "Work Order Number" in block #4 of the Electronic Work Order, then click on the "Execute Find" button. You should now be on the requested Work Order. If not, then retry your find request.

a) Select the Blue button located in the "Buy Off" block (block #17).

b) Answer the Electronic Work Order close out questions, enter your code where indicated, comply with all 'Prompt' messages until an 'Accepted' message appears.

c) Select *"Return To Menu"* and "Quit" the Work Order and "Document Turnstile".

End of the Inspection Office Close Out Process.

! IMPORTANT !!:

Always '*Quit'* any database *and* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

Documentation Office Close Out

To process a Work Order with attachments access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

1.) Open the Documentation Automation Lookup & Exchange Systems "*Document Turnstile"*.

2.) Select *"Proceed to Work Order Database File"* and 'Enter' your *password*.

3.) Select "*Document Control Office Closeout"*
.

NOTE:
Only Work Orders that contain 'red line' drawings will be accessed from the Electronic Work Order Database. The display changes to the "Document Control Work Order Closeout Screen".

Find The Desired Work Order:

a) 'Click' on the "Set Find" button and input the desired "Work Order Number" in block #4 of the Electronic Work Order, and 'click' on the "Execute Find" button. You should now be on the requested Work Order. If not, then retry your find request.

b) Enter your "Processing authorization code" where indicated and comply with all 'Prompt' messages until a "Closeout was successfully completed" message appears.

NOTE:
If you are 'Prompted' to contact Drawing Control so that they can input the required information select *"Return To Menu."* This is necessary in order to allow access to the Work Order since only one record (Work Order) can be accessed at a time. Once Drawing Control has input a valid code, then the Work Order will automatically be closed out and will not show up the next time that the "*Document Control Office Closeout"* button is selected.

c) c.) Select *"Return To Menu"* and "Quit" the Work Order and "Document Turnstile".

End of the Document Control Office Closeout Process.

Drawing Control Signatory Acknowledgments

To acknowledge receipt of a copy of a Work Order with its red lined attachments, and to close out the Work Order process, access the "Document Turnstile" (refer to "Setting Up For Accessing: Documentation Automation Lookup & Exchange System "Document Turnstile"" dated September 8, 1998).

1.) Open the Documentation Automation Lookup & Exchange Systems "*Document Turnstile"*.

2.) Select *"Proceed to Work Order Database File"* and 'Enter' your *password*.

3.) *After Receipt* of a copy of an Electronic Work Order (attached to its attachments):

4.) Select "*Work Order 'Approvals'"*.

NOTE:
The display changes to the Work Order approval and Buy Off Screen.

Find The Desired Work Order:
'Click' on the "Set Find" button and input the desired "Work Order Number" in block #4 of the Electronic Work Order, and 'click' on the "Execute Find" button. You should now be on the requested Work Order. If not, then retry your find request.

a) Scroll to the Upper Right portion of the Electronic Work Order, 'click' in the 'Drawing Control Verification' field located in the "Work Order Approval Inputs" Menu and enter your processing authorization code. Press 'Tab' or 'click' off of the field and verify that your code produced the proper information in the Drawing Control Acknowledgement block on the Electronic Work Order. If it did not, then re-enter your code.

b) Upon acknowledgement by Drawing Control, Block 16 "Closeout Date" will automatically be reflected. And the status will change from "Bought Off" to "Closed Out".

c) b.) Select *"Return To Menu"* and "Quit" the Work Order and "Document Turnstile".

End of the Drawing Control Signatory Acknowledgment Process.

Note: Work Orders prior to E5500 may not reflect the close out data in Block 16, or Acknowledgement of Drawing Control with in the Drawing Control Acknowledgement Block, due to the process not being fully functional prior to that Work Order.

! IMPORTANT !!:

Always '*Quit'* any database *and* "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.

ELECTRONIC WORK ORDER RESPONSIBILITIES

Work Order Originator is responsible for:

Completing the Work Order initiation and answering all questions prompted during the Work Order initiation process.

Assuring that drawings (attachments) are listed on the Work Order (and are visible within in the attachments/note fields) and that they are expediently routed to the appropriate Work Order technicians.

Contacting all appropriate Branch Chiefs and approving officials to secure the Work Order Approvals.

Expediently responding to a technician's notification of a Work Order's need for further clarification or processes, through accessing the specified Work Order and supplying the additional information as applicable, by editing the Work Order.

Expediently responding to QI/DI notification of any Work Order non-conformity identified during their Work Order 'Buy Off' process, through accessing the specified Work Order and supplying the required information by editing the Work Order.

Monitoring Work Order Status and keeping the "Required By" date updated to reflect the current situation.

Monitoring Work Order Status and interfacing with those necessary to help ensure expedient Work Order Closure.

Branch Chiefs are responsible for:

Ensuring that the appropriate Work Order Approval personnel are expediently contacted to input their Work Order Approval code.

Work Order Approvers are responsible for:

Expediently approving Work Orders and ensuring that their approval code was valid.

Technicians Performing Work Order Tasks are responsible for:

Performing the work as specified in the Work Order and inputting their password into the electronic Work Order upon completion of the work.

Notifying the Work Order originator of any changes required to the Work Order in order for it to properly accomplish its task.

Notifying the QI/DI for verification and expedient buy off of work performed.

Inspectors (QI/DI) Buying Off Work Order *Items* are responsible for:

Ensuring that the technician who performed the work has typed their name into the electronic Work Order system.

Expediently processing completed work through entering their 'buy off' code into the electronic Work Order system.

Ensuring that their 'buy off' code is valid.

Inspectors (QI/DI) Buying Off *Completed* Work Order are responsible for:

Expediently processing completed work through entering their 'buy off' code into the electronic Work Order system.

Ensuring that their 'buy off' code is valid.

Responding to all prompt messages and follow up as required until an 'Accepted' message is displayed on the Work Order buy off screen.

Crew Chief/Group Lead is responsible for:

Expediently delivering a *copy* of any electronic Work Order that has redlined attachments, attached to the Work Order, or *any manually initiated* Work Order (and their attachments if applicable), to the Quality Inspection Office upon completion of the Work Order.

Quality Inspection Office is responsible for:

Expediently reviewing, and electronically buying off, any Work Order that was manually initiated, and delivering received copies of electronic Work Orders that contain red-lined attachments, to the Configuration Control Office.

Configuration Control Specialist is responsible for:

<u>Manual Work Order Issue:</u>

Upon a request for a new Work Order Number:

1.) Access the Documentation Automation Lookup & Exchange System's Work Order file
2.) Select "Issue New Work Order".
3.) Ask the requester, and enter their responses to, the questions and prompts displayed in the Work Order 'Setup' screen.
4.) Give requester the newly issued Work Order number.
5.) Select the 'Proceed To Work Order Fill Out' button and fill out the Work Order as instructed by the requestor.

NOTE:
Manually issued Work Orders are "Closed Out" through the normal electronic Work order process.

Electronic Work Order Close Out:

Expediently accessing electronic Work Orders ready for close out through the Documentation Automation Lookup & Exchange System's Work Order system and entering their 'close out' authorization code.

Ensuring that their 'close out' authorization code is valid.

Responding to all prompt messages and following up as required. This typically includes forwarding the Work Order copy and its redlined attachment(s) to the Inspection Office.

Drawing Control Specialist is responsible for:

Expediently entering their 'acknowledgment' code into the appropriate electronic Work Order *after receiving* a copy of the Work Order and its attachment(s).

Ensuring that their 'acknowledgment code' is valid.

WORK ORDER ATTACHMENT HANDLING PROCESS

It is the Work Order Originator's responsibility to assure that drawings (attachments) are listed on the electronic Work Order and that they are expediently routed to the appropriate Work Order technicians.

After Work order 'Buy Off', all manually initiated Work Orders or electronic Work Orders with redline attachments (and have those attachments attached to a copy of that Work Order) will be forwarded and processed through the Quality Inspection and Configuration Control Offices for final 'Close Out'. If the Work order attachments were new drawings (as declared by the Work Order originator as not being processed through Drawing Control), or if the attachments have been 'red lined', the attachments along with a copy of the Work Order are processed through Inspection Office. Once Drawing Control receives a copy of the Work Order and its attachments they will 'sign off' in the Documentation Automation Lookup & Exchange System's Work Order system. At that point the Work Order process is complete and the Work Order will be automatically 'Closed Out' with a 'Close Out Date' reflecting the date of Drawing Controls 'acknowledgment' code entry.

MANUAL WORK ORDER PROCESSING ON THE AUTOMATED SYSTEM

Manual Work Order Issue Process:

Upon a request for a new Work Order the Configuration Control Specialist will:

1.) Access the Documentation Automation Lookup & Exchange System's Work Order file
2.) Select "Issue New Work Order".
3.) Ask the requester, and enter their responses to, the questions and prompts displayed in the Work Order 'Setup' screen.
4.) Give requester the newly issued Work Order number.
5.) Select the 'Proceed To Work Order Fill Out' button and fill out the Work Order as instructed by the requestor.

Manual Work Order Close Out Process:

Manually initiated Work Orders that follow the 'Manual Work Order Issue' process described above, are closed out the same as electronically processed Work Orders:

Crew Chiefs or Group Leads are responsible for ensuring expedient delivery of all *manually initiated* Work Orders to the Quality Inspection Office upon completion of the Work Order.

Crew Chiefs or Group Leads are responsible for ensuring expedient delivery of all *electronic Work Orders* that have redlined attachments, *complete with the attachments attached*, to the Quality Inspection Office upon completion.

The Quality Inspection Office is responsible for expediently reviewing, buying off, and delivering copies of any Work Orders that were *manually initiated* to the Configuration Control Office. Once the review of the Work Order has been conducted and it is ready to be bought off, the inspector answers the displayed questions in the "Inspection Work Order Buyoff Screen", enters their code, and complies with any prompted message(s) until an "Accepted" message is displayed. Any manually initiated Work Orders that are bought off by the Inspection Office that do not have 'red lines' to their attachments are automatically closed out at the same time as the buy off and will not require further processing.

The Quality Inspection Office is responsible for expediently delivering received copies of electronic Work Orders and their redlined attachments to the Configuration Control Office.

The Configuration Control Specialist will access the Work Orders that are ready for closeout through selecting the "Documentation Control Office Closeout" button found on the Work Order Main Menu Screen. Selection of this button will find *all* Work Orders that have been processed through Inspection and have been 'bought off', and are ready for closeout.
At the prompt; "DOCUMENT CONTROL: Enter your Buy Off Code", the Configuration Control specialist enters their code. A message is displayed letting them know the close out status of the Work Order. The Configuration Control specialist must follow any instructions provided by the message.

Once an authorized *Configuration Control specialist* <u>and</u> *Drawing Control specialist* (as required) have input <u>valid</u> codes the Work Order is automatically closed out reflecting a 'Close Out Date' that corresponds to the date that the Drawing Control specialist entered a valid 'acknowledgment' code.

DOCUMENT HISTORY LOG

This page is for informational purposes and does not need to be retained with the document

DATE APPROVED	ISSUE	PAGE	AMENDMENT DETAILS
1/14/99	Baseline		
2/16/99	Revision A		Change: DOP-O-402 to DOP-O-500 in block 2 of Quality/Designated Inspector on page 2.
3/15/99	Revision B		Pg. 2. Major changes to chart Pg. 4. **Change** #8 to add Appendix A. Pg. 4. **Change** #10 to read as: "Manually generated Work Orders are routed to the Addressee's Shop for action. All duplicate hard copies made, for whatever reason, must be stamped or marked "Copy" to avoid confusion. Electronically generated Work Orders are routed to the Addressee's Shop for action. They are *to be considered* a "Working Copy". Upon electronic buyoff of the Work Order the prompts are to be followed and the Work Order processed as directed."
4/6/99	Revision C		Pg. 1. & Pg. 2 Major changes to chart Pg. 4. Section B #15, **Change:** (DCP-O-005) to (See appropriate Directorate DOP **Add:** "All controlled drawings and sketches listed on Work Orders must indicate the revision letter or indicate "No Rev" after the basic number." Pg. 8-37: **Add:** !! IMPORTANT !!: Always '*Quit'* any database ***and*** "Document Turnstile" after use. There is only access for fifty people at one time. Not "Quitting" the database or Document Turnstile may lead to access denial for those trying to write, update or closeout entries within a database.
7/20/99	Revision D		**Pg. 6. Add Sections:** E. Work Order Closeout F. Lost Work Orders **Pg. 29. Add Section:** Electronic Work Order Item Responses and Work Order Comments **Pg. 32. Add Section:** Inadvertently Bought Off Work Order Item Correction Process Changed the titles on this Document History Page
5/10/00	Revision E	2, 4, 5, 6, 33, 34, 35, 37, 38, 39	**Pg. 2 Change:** Modified last decision block for Quality/Designated Inspector from "attachments/redlines" to "attachments with redlines" and added NALCOMIS to last block for Inspection Office. **Pg. 4 Add Section:**17, 18 & 19. **Pg. 6 Change:** Modified Section F: Lost Work Orders 1, 2 & 3. **Pg. 8 Change**: Removed paragraph under "operations index" **Pg. 15 Change:** Modified paragraph 1 **Pg. 29 Change**: Modified paragraph 2 **Pg. 30 Change**: Modified paragraph 6 **Pg. 31 Change:** Modified paragraph 4 **Pg. 33, 34 & 35 Change:** Item 3 modified paragraph under "Find the Desired Work Order" **Pg. 36 Change:** Modified wording **Pg. 37 Change:** Modified section "Manual Work Order Issue" **Pg. 38 Change:** Modified section "Work Order Attachment Handling Process" & Added item #5 to "Manual Work Order Issue Process". Third paragraph modified. **Pg. 39 Change:** Deleted third paragraph. 3rd paragraph installed. Modified 4th paragraph. **Pg. 4 Change/Add:** Added last 7 lines of section 15. **Pg. 5 Change:** Deleted "and group leader" and "sole" from paragraph #2. **Pg. 2** Added Note 1 and references
1/10/01	F	Pg. 2	**Pg. 2** – Made grammatical changes
See IDMS Document Master List	Draft for Rev G	Pg. 35	**Pg. 35 –** Altered note on bottom of page to read "drawing control acknowledgement block"